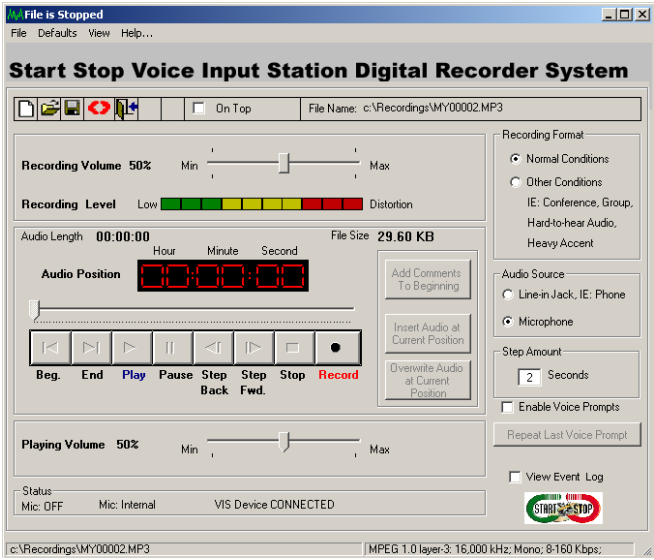
Instruction Manual for the
Start Stop Voice Input Station Digital Recording System



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CONGRATULATIONS!

Thank you for purchasing the Start Stop Voice Input Station (SS-VIS) Digital Recorder System!

The Voice Input Station ("SS-VIS") is a professional, PC based, voice recording interface. It consists of a fingertip controlled microphone handset and feature rich base station. Simply plug it into your computer's USB port. 8 User-definable Buttons, Slide Switch Microphone/Speaker Handset

- **Easily and quickly dictate** to your transcriptionist without looking at the computer screen.
- Users familiar with the operation of tape-based transcribers will be instantly "at home" with the SS-VIS. **Just like a tape unit, but with even more power and convenience**
- The Start Stop ***Voice Prompt Assistant*** will verbally help you as you work, or you can select silent mode
- Eight Console buttons provide **automated One-Touch functions**
- Windows XP, Windows 2000, Windows 98 SE compatible
- **Ergonomically designed Slide Switch** with Recording, Insert/Overwrite Modes, Quick Review and Pause functions
- Record dictation using the handset, or **optionally record any telephone conversation** with optional LRX-35 adapter – great for attorney, business, legal or insurance interviews!

POWERFUL FEATURES INCLUDE:

- **Sending recorded encrypted files via Email or FTP** to Start Stop SS Universal or to another Start Stop VISDR location.

- **Receive encrypted files from Start Stop Transport, Start Stop Universal and Start Stop VISDR** and manually decrypt audio files in order to edit.

- **Created** for the Voice Input Station hardware, which connects to your PC, bridging your VIS handset and the dictation software, complete with optional voice prompts.

- **Manual Slide Switch** for quick, easy dictation and movement within the file.

- **Plays / records six standard** and non-standard digital audio file formats. (WAV, Truespeech WAV, MP3, WMA, VOX and OGG) with full control over quality, bit rate, and file size

- **INSTANT REVIEW FUNCTION** allows 3-second play back of current dictation in progress using the VIS handset.

- **Insert** capabilities on a file being recorded or a pre-recorded file. i.e. Before: The rain falls mainly on the plain. (Inserting the words "in Spain"). After: The rain **in Spain** falls mainly on the plain.

- **Overwrite (unchecked)** capabilities on a file being recorded or a pre-recorded file is overwrite from current position the amount of time currently recording leaving any previously remaining recording, if current recording does not exceed previous recording. i.e. Before: The rain in Spain falls mainly **in** the plain. (Overwriting the word "in"). After: The rain in Spain falls mainly **on** the plain. (As long as "in" and "on" have the same recording time)

- **Overwrite (checked)** capabilities on a file being recorded or a pre-recorded file is overwriting from current position causing any previous recording from the current position to be erased. i.e. Before: The rain in Spain falls mainly on the plain. (The current position is between "falls" and "mainly"). After: The rain in Spain falls **in Europe.**

- **Automatic Rewind Overwrite/Insert Audio at Current Position Option** will automatically overwrite or insert audio when the user rewinds.

- **Overwrite/Insert button on hand set** has an audio and visual alerts to inform the user of what mode the user has selected. i.e. First beep indicates insert mode, Second beep indicates overwrite mode, third beep indicates back to normal recording.

- **Log events** files are created daily, one for each day. The user has the ability to view the log event file by check marking the "View Event log" on the main screen. These files can also be opened by your favorite word processor.

- **Two recording file formats** (Normal and Other Conditions), which can be configured from six standard and non-standard digital audio file formats.

- **Audio source inputs** include line-in, telephone, external microphones and the VIS microphone.

- **Recording level** indicator.

- **Recording and playing** volume control.

- **Audio length,** audio position and file size information.

- **Quick** beginning, ending, stepping movement within the file via the console or the VIS handset.

- **Optional file recovery** module, that allows recovery of files due to an improper shut down of SS-VIS software.

- **Default file location directory**, with the ability to configure.

- **EOL functionality**. When finished with the dictation one quick End of Letter button and optionally sends file to one or two local or remote locations.

- **Email or FTP site EOL functionality.** When finished with the dictation one quick End of Letter button and optionally sends file via Email or to a FTP site along with optionally to local or remote sites**.**

- **Auto file deletion.** Can configure how many days back to keep files and all others will be deleted automatically.

- **Record from any audio source** connected to your PC's sound card, with record time only limited by your PC's hard drive capacity.

- **Three ways to configure the file naming** convention of your audio files.

- **Beginning**, Ending, Play, Pause, Step Forward, Step Backward, Stop and Rewind functions via console or VIS handset.

- **TCP communications** available if host software accepts your messages and or files.

- **Dictation you make or use with the SS-VIS** can be played back on any Windows 95/98/NT/XP/ME/2000 machine in the world; even if not equipped with the SS-VIS:

- **Command line functionality** is available.

- **Total recording and playback compatibility using** Windows 95/98/NT/ME /XP/2000 standard multimedia file formats.

- **"RECENTLY OPENED FILES" Window:** Shows the last 15 files that you have opened, for easy access to re-open.

- **Tool Tips:** Every function and control on the Start Stop Screen has a pop-up help window when you "hover" the mouse over the control.

- **“Step Back/Step Forward” STEPAMOUNT** adjustment window.

- **Software automatically records your configuration preferences** each time you use it, so that the next time you launch the program, you're ready.

- **“ALWAYS ON TOP”** feature lets your Start Stop stay on top. Adjust position on the screen, like a Post It™ note, or minimized in the background entirely.

- **Allows configuration** for the VIS 8-button keypad.

- **Decrypting files** from Start Stop Universal, Start Stop Transport or another Start Stop VISDR location is now seamless. SSVISDR now can store as many encryption keys as you like to allow the user to manually decrypt files.

WHAT YOU'LL NEED TO USE THE SS-VIS

Voice Input Station

…a PC running Windows 98 SE, XP or 2000 with Sound Card,

One USB port

and …..Software on CD-ROM (provided)

WHAT IS INCLUDED WITH YOUR SS-VIS:

Voice Station - Model #HTH-VIS-1

QTY Description

1. Voice Input Station Base and Handset
2. User Manual and CD-ROM with Software

Voice Station w/ Andrea USB Audio Adapter - Model #HTH-VIS-1B

1. Voice Input Station Base and Hanset
2. User Manual and CD-ROM with Software
3. Andrea USB Audio Adapter for crystal-clear audio on computers without using the PC's onboard sound card.

INSTALLATION INSTRUCTIONS

1) **Preparing your computer for installation of new software:**
-Temporarily turn off any Anti-Virus software that you may have running. Often this is easily accomplished by right-clicking on the anti-virus icon usually located at the bottom right hand side of your computer's screen. If your computer is part of a network (for example, several computers all linked together in an office environment), be sure that you have logged into your computer as an "Administrator" with rights to install new software. Individual or home users will very likely already have Administrator privileges.

-Please close any programs that are running prior to installing new software.

Note for IT/System Administrators installing this product: Please enable read/write privileges for the application path so that users can save preferences when running under limited rights. Default application path is c:\Program Files\HTH Engineering, Inc\Start Stop VIS Digital Recorder\

2) Insert the Start Stop Voice Input Station Digital Recorder System Software Installation CD-ROM into your computer. The Start Stop Voice Input Station Digital Recorder System Installation Software should begin automatically after several seconds. If so, please skip to step 3). If not, continue to step 2.

3) If the Install Software did not come up on the screen automatically as described in Step 1) above, then you will need to manually launch the installation: From the Windows START button, select RUN and then type **d:\setup.exe** and click on OK. (If your CD-ROM is drive "e" instead of drive "d", then you would type **e:\setup.exe** instead, and so on). The Start Stop Voice Input Station Digital Recorder System Install Software will appear on your screen.

4) Follow the on-screen instructions, and answer "OK" or "Yes" to questions asked. **When the FINISH button appears, be sure to reboot your PC.**

5) After your computer has rebooted you may execute the program from the short cut on your desktop. The program will automatically create a file based on the current configuration. It is recommended to use the software initially using the defaults. Selecting the drop down menu option "Defaults" will display three default options. Select the appropriate menu option.

Voice Station - Model #HTH-VIS-1

6) Connect the SS-VIS's green plug to the SPEAKER output jack of your PC's sound card (usually also colored green).

7) Connect the SS-VIS's pink plug to the MICROPHONE input jack of your PC's sound card (usually also colored pink).

8) Connect the SS-VIS's USB cord to your PC's USB connector.

9) Connect the SS-VIS's USB cord to your PC's USB connector.

OR

Voice Station w/ Andrea USB Audio Adapter - Model #HTH-VIS-1B

10) Connect the SS-VIS's green plug to Andrea USB Audio Adapter SPEAKER jack (depicted by an icon of a head phone set).

11) Connect the SS-VIS's pink plug to the Andrea USB Audio Adapter MICROPHONE jack (depicted by an icon of a microphone).

12) Connect the SS-VIS's USB cord to your PC's USB connector.

13) Connect the Andrea USB Audio Adapter's USB cord to your PC's USB connector.

HOW TO USE THE SS-VIS

User Controls – Base Unit

• PC Connections - for an easy quick connect to your computer.
• External speakers/headset output - for group or private listening.
• External microphone/ telephone record input - for "hands free" microphone.
• Handset cradle - a sensible place to put your handset.
• Loudspeaker - for listening to dictation through the base module.
• Base module/ handset speaker switch - lets you listen through the base module or handset.
• Volume control - lets you adjust to your comfort level.
• External microphone/telephone recording button with LED - lets you activate external telephone recording.
• Handset connection - for a "quick connect" or "disconnect" of your VIS handset.
•Multi-functional keypad - gives you limitless versatility based on your software application.
VIS
Voice Input Station

User Controls- Handset

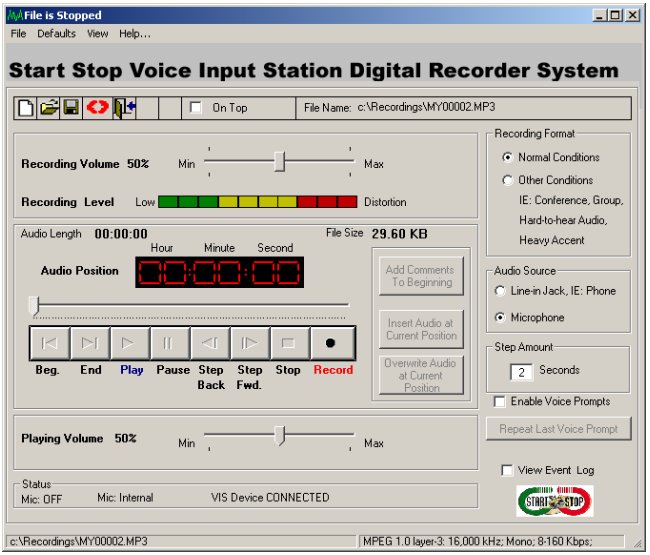
• Speaker - lets you discreetly review dictated messages.
• Microphone - with AGC for constant voice level during recording.
• Record LED - when it's red you're recording.
EOL/PRI
INS/OVR
• End of letter/Priority button - signals completion of dictated letters or flags letter as high priority.
FWD
• Insert/Overwrite button - lets you seamlessly insert additions or overwrite with changes.
REC
STOP
LISTEN
• Record/Stop/ Listen/Rewind switch - the proven efficient, one finger slide control.
• Fast forward button - lets you advance at quick speed.
• Coiled cord - with 8 feet of flexibility.

HOW TO DICTATE USING THE VOICE INPUT STATION
Double-Click on the Start Stop VIS Dictation Software from your computer's desktop Icon:

Make sure the handset switch is in the **STOP** position. If it isn't, SS-VIS will prompt you to do that.

Push handset switch to the **REC** (record) position and begin speaking. The **Record LED** on the handset should light up.

If you look at the SS-VIS screen you will see a bargraph that lights up (usually in the yellow area, occasionally peaking up to the red zone). If the level always stays in the green zone and doesn't slowly move upwards to the yellow/red zone, adjust the Recording Level slider if necessary on the SSVIS screen.



Click **STOP**, then go to the **LISTEN** Position. You'll hear the last 3 seconds of your dictation (this is the ***Instant Review*** feature). Tip: You can alternate between **REC/STOP/LISTEN** as often as you like- the SS-VIS will continue to add to your recording in a standard record/pause manner, just like a tape recorder.

If you hold down the spring-loaded handset switch in the **REW** (rewind) position, your dictation will begin rewinding. Subsequently going to the **LISTEN** position will let you play back from wherever you stopped the Rewinding process.

If you go back to the **REC** position, your dictation will continue appending onto the end of the current dictation.

Adjust Playback level if necessary, through the **Playing Volume** slider.

When you are ready to save your dictation, just click the **EOL** (End of Letter) button on the handset. The dictation will be saved.

-If you haven't selected a custom recording destination, your dictation will be automatically saved to the factory default location, "c:\Recordings", and given a sequential file name.
You can fully customize the saving location and file name structure (e.g. Sally Jones 0003.mp3) that you want, using the **Default…File Save Options** menu explained later in the manual.

-You can also manually name the file, by instead pressing Button Number 1 on the Base Unit before making a recording.

Notes:
-You can select whether the audio playback comes out of the Base Unit, or from the Handset itself, by sliding the **"Mic/Spkr"** switch located on the left hand side of the base unit. The sound is generally richer and louder from the base unit's speaker, but the handset speaker is preferred by some users who like the sound to come from the same spot that they are dictating into.

-There is also another **Volume Control** on the base unit also adjusts the overall volume of the SS-VIS base unit's speaker. We recommend leaving this control all the way up (to the left = loudest).

INS/OVR Button (Insert/Overwrite button)

This convenient feature lets you add new dictation or sentences into something you've just dictated, or dictated previously.

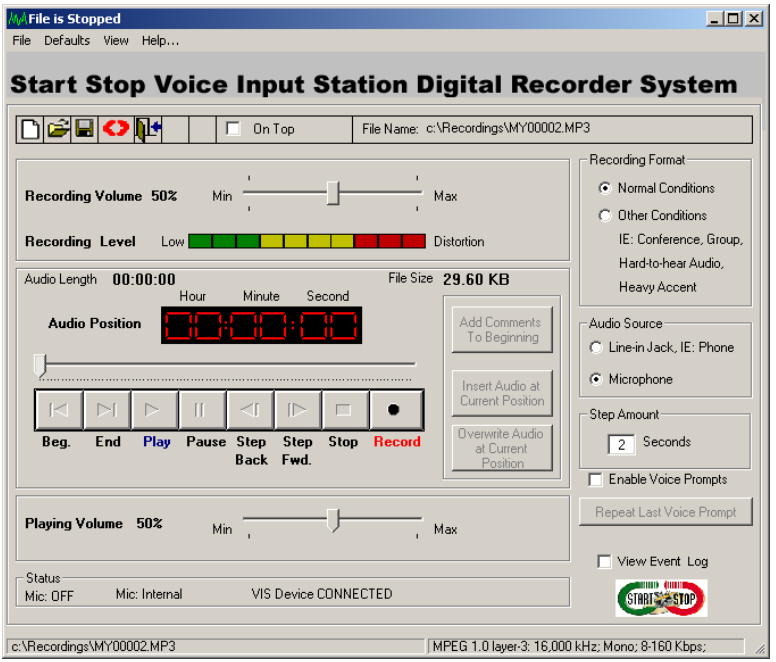
NORMAL MODE

Normal dictation is appended to the end of your current dictation, unless you tap the INS/OVR Button.

Operation when tapping the INS/OVR Button is a circular menu: NORMAL→ INSERT→OVERWRITE→(back to NORMAL) and so on:

INSERT MODE
During a dictation, if you rewind and play back part of the dictation you just made (e.g., by moving the slide switch to REW followed by LISTEN…and then STOP), you can tap the INS/OVR button to initiate "Insert" operation. When you tap the INS/OVR button, the SS_VIS will announce "Insert Mode" if voice prompts are turned on and status will indicate which mode is active.

The SS-VIS was designed to be operated without the need to constantly watch or refer to the screen that is displayed on your computer. Most users simply will launch the program at the beginning of the day, then leave it either minimized or showing normally, as illustrated below.



Here is a tour and explanation of the items visible on the main screen:

File Icons (Just below the main title, "Start Stop Voice Input Station Digital Recorder System") from left to right: NEW file, Open Existing File, Save Current File being Recorded, Reset Defaults, Save File and Close Current Recording.
On Top checkbox – Lets you always show the Start Stop VIS screen on top of any other windows that are opened.
File Name display area – This shows the current path for the "default" file name and folder path, for the dictation that you're either recording or playing back.
On Air Symbol – This is a flashing microphone that appears when you're actually in Record mode.
Recording Level and Volume – The bargraph indicates the recording level. Its indication level is averaged over several seconds.

Hold the microphone 3-6 inches away from your mouth. If you speak for several seconds, the bargraph should move from the green area up to the yellow, and perhaps 1 or two bars occasionally into red area.

As shown in the picture of the main screen, the first segment of the red is lit – this represents a typical normal level, with the bargraph popping up an additional red segment or two. If all bargraph segments are lit constantly, this may mean your recording level is too high. If only the green or none of the green segments are lit, then the recording level is too low, or perhaps there is a hookup or PC sound card connection problem that needs re-checking. Adjust the Recording Volume slider either up or down until you have yellow with peaking in the red region when speaking.

You may want to make several recordings to find the most pleasant and intelligible settings, based on your voice's characteristics, distance from the microphone.

Audio Position – Shows the current position within the recording, expressed in terms of Hours/Minutes/Seconds. This applies to both recording and playback modes.

Main Button Control Bar (Beg = Beginning, End, Play, Pause, Step Back, Step Fwd = Step Forward, Stop and Record)

The player control interacts with the audio to allow Playing, Stopping, Pausing, Recording, Step Forwarding, Step Backwards, Go to the beginning of the file, or go to the end of file. Note: If you go to the end of file you may continue recording.

Audio Length –Shows total length of the recording, expressed in terms of Hours/Minutes/Seconds. This applies to both recording and playback modes.

File Size – Dynamically shows file size, including "buffer" or temporary memory used during the recording process.

Recording Format – "Normal Conditions" applies for most users with normal voices and situations. Clicking on "Other Conditions" allows user to select a higher-than-normal quality setting where a group is being recorded, or when the person dictating has a soft voice or heavy accent.

Audio Source –Normally this is left on Microphone, for picking up your voice from the SS-VIS handset's microphone.

If you select "Line in Jack", then if your PC is equipped with a separate "Line" or "Aux" input sound jack, you can record from another source, such as a telephone conversation (using the optional LRX-35 Telephone adapter from http://www.startstop.com), or any other audio source.

Step Amount – controls how much the playback goes forward or backwards in terms of seconds, when the user clicks the Step FWD or Step Back buttons on the screen.

Enable Voice Prompts – If checked, voice prompts will guide you through the entire dictation process. When a recording is saved and sent to a transcriptionist for example, the SS-VIS will verbally confirm to you that the dictation arrived at its destination.

Repeat Last Voice Prompt – Repeats the last voice prompt or instruction given (if enabled). This is handy if you go away for a while, come back to your SS-VIS and can't remember where you were in the dictation process.

Playing Volume – sets how loud the playback will be.

Add Comments to Beginning button. Allows inserting comments to beginning of a recording that you just made, or just after opening a previously made dictation. Example: You interviewed someone on the telephone, setting Audio Source = Line Input", and now after you hang up, you would like to verbally annotate what was just discussed using your SS-VIS handset: click on Audio Source = Microphone, then click Add Comments to Beginning button to begin dictating.

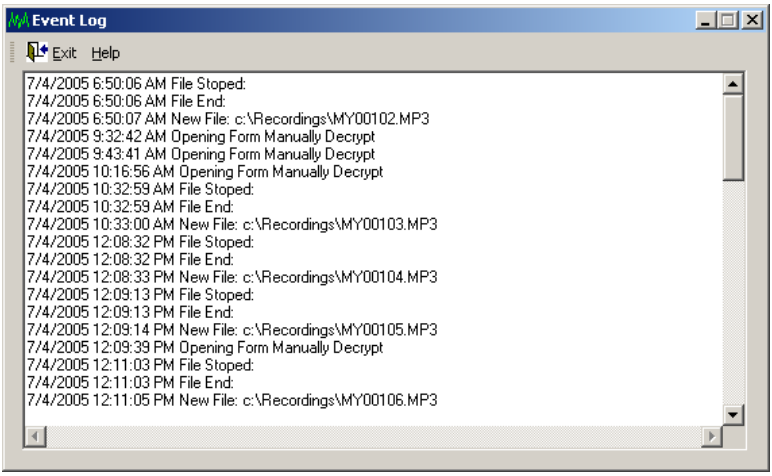
Insert Audio at Current Position - This button is only available after loading a file or after recording a file. It will allow audio to be inserted in between the beginning and end of file. The next time you move the slide switch to **REC**, your new dictation will be inserted into the previous dictation at the point at which you had stopped the playback. i.e. Before: The rain falls mainly on the plain. (Inserting the words "in Spain"). After: The rain **in Spain** falls mainly on the plain.

Overwrite Audio at Current Position - This button is only available after loading a file or after recording a file. There are two options for the overwrite mode based on the file save options. The Factory default is Overwrite (unchecked)

Overwrite (unchecked) capabilities on a file being recorded or a pre-recorded file is overwrite from current position the amount of time currently recording leaving any previously remaining recording, if current recording does not exceed previous recording. i.e. Before: The rain in Spain falls mainly **in** the plain. (Overwriting the word "in"). After: The rain in Spain falls mainly **on** the plain. (As long as "in" and "on" have the same recording time)

Overwrite (checked) capabilities on a file being recorded or a pre-recorded file is overwriting from current position causing any previous recording from the current position to be erased. i.e. Before: The rain in Spain falls mainly on the plain. (The current position is between "falls" and "mainly"). After: The rain in Spain falls **in Europe.**

Log events files are created daily, one for each day. The user has the ability to view the log event file by check marking the "View Event log" on the main screen. These files can also be opened by your favorite word processor. This allows the user to see the steps that occurred for a given day in order to help solve problems. Log events are great when using the command line function.


Event Log
Exit
Help
7/4/2005 6:50:06 AM File Stoped:
7/4/2005 6:50:06 AM File End:
7/4/2005 6:50:07 AM New File: c:\Recordings\MY00102.MP3
7/4/2005 9:32:42 AM Opening Form Manually Decrypt
7/4/2005 9:43:41 AM Opening Form Manually Decrypt
7/4/2005 10:16:56 AM Opening Form Manually Decrypt
7/4/2005 10:32:59 AM File Stoped:
7/4/2005 10:32:59 AM File End:
7/4/2005 10:33:00 AM New File: c:\Recordings\MY00103.MP3
7/4/2005 12:08:32 PM File Stoped:
7/4/2005 12:08:32 PM File End:
7/4/2005 12:08:33 PM New File: c:\Recordings\MY00104.MP3
7/4/2005 12:09:13 PM File Stoped:
7/4/2005 12:09:13 PM File End:
7/4/2005 12:09:14 PM New File: c:\Recordings\MY00105.MP3
7/4/2005 12:09:39 PM Opening Form Manually Decrypt
7/4/2005 12:11:03 PM File Stoped:
7/4/2005 12:11:03 PM File End:
7/4/2005 12:11:05 PM New File: c:\Recordings\MY00106.MP3

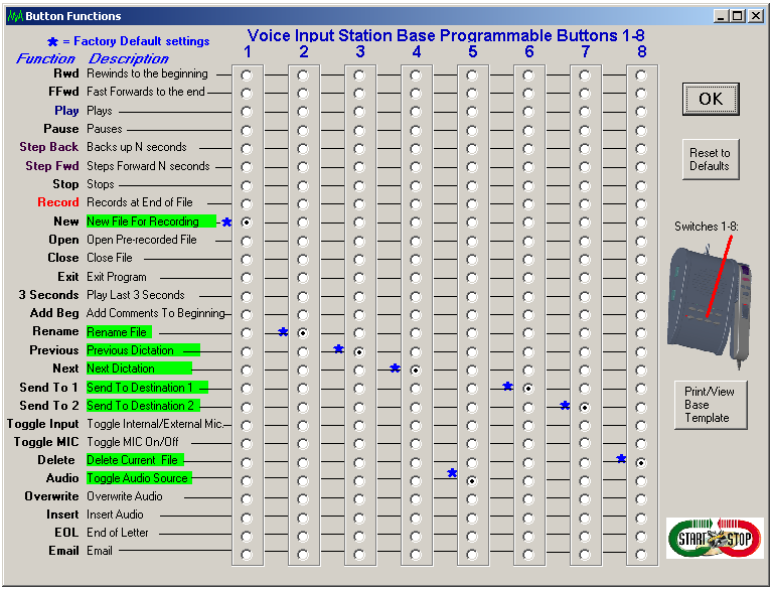
USING THE MULTI-FUNCTIONAL BUTTONS on the BASE UNIT

The eight Multi-Functional Buttons **located on the** Base Unit **provide convenient "One Touch" operation of commonly used functions.**

Many users will not need to touch these buttons, but are provided for flexibility and ease of use.

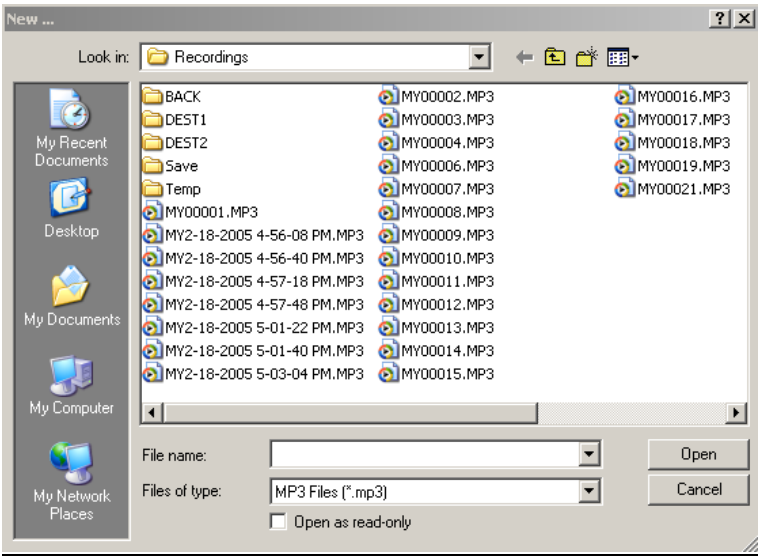
The assignment of each button can be easily changed to suite your preferences. A blank white card overlay can be removed and written on, by removing the clear plastic cover.

To see the default assignments of each button (Top Row = Buttons 1-4, Bottom Row = Buttons 5-8),from the Main Screen, click on Defaults**…then** Configure Buttons 1-8 **The following screen will appear:**


Button Functions
★ = Factory Default settings
Voice Input Station Base Programmable Buttons 1-8
1 2 3 4 5 6 7 8
Function Description
Rwd Rewinds to the beginning
FFwd Fast Forwards to the end
Play Plays
Pause Pauses
Step Back Backs up N seconds
Step Fwd Steps Forward N seconds
Stop Stops
Record Records at End of File
New New File For Recording
Open Open Pre-recorded File
Close Close File
Exit Exit Program
3 Seconds Play Last 3 Seconds
Add Beg Add Comments To Beginning
Rename Rename File
Previous Previous Dictation
Next Next Dictation
Send To 1 Send To Destination 1
Send To 2 Send To Destination 2
Toggle Input Toggle Internal/External Mic
Toggle MIC Toggle MIC On/Off
Delete Delete Current File
Audio Toggle Audio Source
Overwrite Overwrite Audio
Insert Insert Audio
EOL End of Letter
Email Email
OK
Reset to Defaults
Switches 1-8:
Print/View Base Template
START STOP

Factory Default button assignments are explained below:

Button 1= New File for Recording
Pressing Button 1 will bring up a NEW FILE dialog box, giving the user the opportunity to type in any file name desired:



Button 2= Rename File
Pressing Button 2 provides an opportunity to rename a dictation already made.

Button 3= Previous Dictation
Loads the previous dictation

Button 4= Next Dictation
Loads the next dictation in sequence, if you've gone back to review previous ones.

Button 5= Toggle Audio Source
Toggles the Audio Source between Microphone (Handset's microphone) or Line Input (such as a telephone recording adapter).

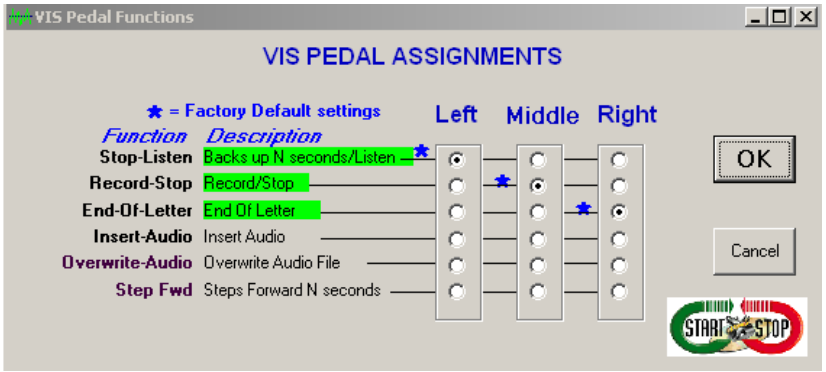
Button 6 = Send to Destination #1
In addition to saving your recording to the default location (for example, your hard drive), you can also send the dictation to any destination or path you specify (see section on "Explanation of Optional Settings").

Button 7 = Send to Destination #2

In addition to saving your recording to the default location (for example, your hard drive), you can also send the dictation to any second destination or path you specify (see section on "Explanation of Optional Settings")

Button 8 =Delete Current File
Prompts you if you want to delete the current file.

OPTIONAL VIS FOOT PEDAL FOR HANDS-FREE OPERATION



From the Defaults menu on the main screen, select “Configure VIS Foot Pedals”.

If you purchase the available external 3-pedal foot pedal assembly for Hands-Free dictation (please see http://www.hthengineering.com/voicestation.html , you can dictate using the foot pedal to control Record/Stop, Listen and Rewind functions that would normally be handled by the handset.

Both handset and foot pedal can be used at once, interchangeably.

You can change the pedal assignments to suit your preferences.

Powerful features include the ability to set one of the pedals for the EOL (End of letter) function, so you can dictate, review, and save/forward your dictation seamlessly with foot pedal only.

HTH Engineering, Inc. also carries the external CM-909 microphone that plugs into the back of the VIS for recording a group of people.

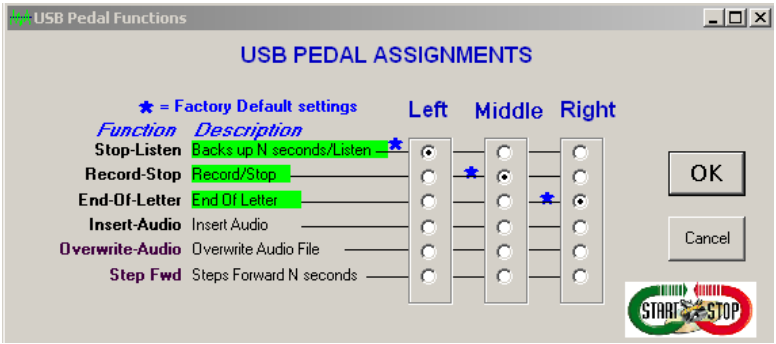
OPTIONAL INDUSTRY-STANDARD FOOT PEDALS

You can use the HTH VIS Recording Software with industry standard USB, Serial or Gameport pedals (sold by HTH Engineering, Inc http://www.startstop.com) for hands-free dictation as well.

This is selected by clicking on Defaults from the main screen, then “Select External Foot Pedals”.

There are separate setup screens for USB, Serial and Gameport pedals.

A USB Pedal assignment screen is shown.

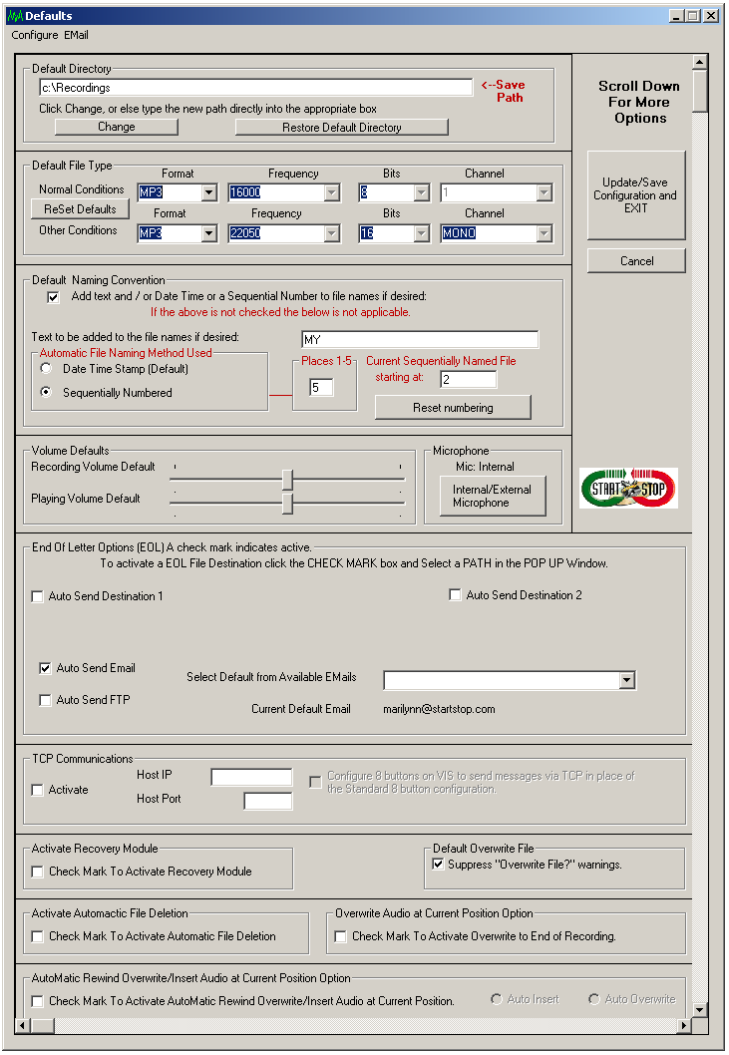


COMBINING FOOT PEDALS

It’s possible to connect multiple pedals (VIS Foot Pedal, External Foot Pedals) at the same time, and use them all interchangeably as inputs for controlling dictation of the HTH VIS.

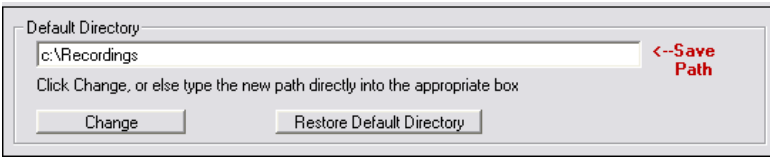
EXPLANATION OF OPTIONAL SETTINGS

If the complete screen below is not visible then please your scroll bars. You may not ever need to change these settings, but the SS-VIS Defaults Screen makes it easy to customize where files are saved, recording quality and file type (WAV, MP3, WMA, VOX, etc.), and how the saved dictations are named.



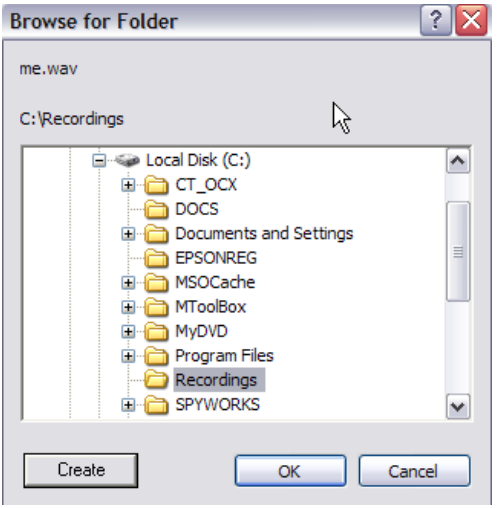
Default Directory

When the software is first installed, the SS-VIS creates a directory called “Recordings”, located on your local hard drive “c:, where all of your dictations are stored. You can change this directory to another folder (local to your PC, or any remote Network Folder), by clicking Change. If you want to return the default directory (“c:\Recordings”), just click the “Restore Default Directory” button.

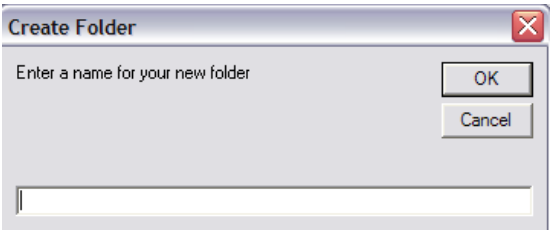


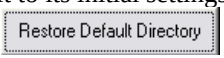
-The initial default directory is C:\Recordings.

- Selecting the change button can change the default setting.

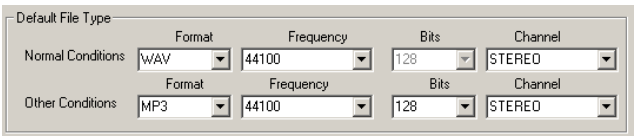


Select a current folder on the hard drive or



Enter in the new folders name and select OK. The folder will now be available to select for the default folder path.
To reset the default to its initial settings select the “Restore Default Directory” button. 

-Default File Type
Recordings are created in MP3 format, which works best for most users. However, you can select many other formats as your default recording format, such as WMA (Windows Media Audio), WAV, Truespeech™ WAV, VOX, or OGG. We recommend that only advanced users change these settings.

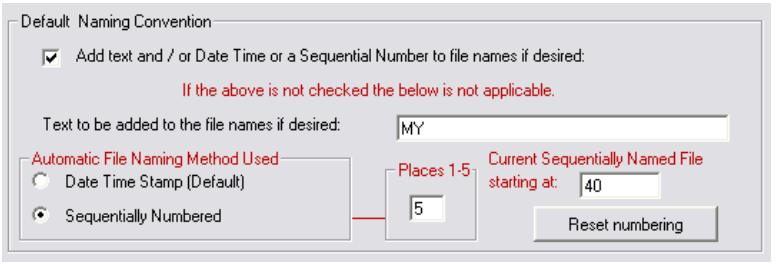


-Default Naming Convention (for automatic file naming)
Files can start with any alphanumeric characters you desire. Example “MY00003.MP3” , and the next file would be “MY00004.MP3” and so forth.

If you wanted the files to start with “John Smith” then type that into the Text box.

You can also select to have files sequentially numbered, or instead the file name can start with a Date-Time stamp that will be unique to each recording created. If selecting sequentially numbered files, you can

choose how many digits each file name should have, and what you want the first number in the sequence to be.

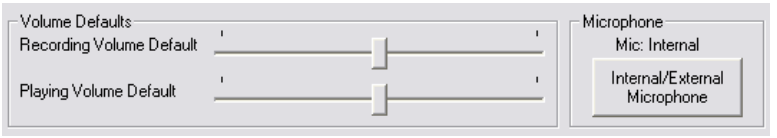

Default Naming Convention
Add text and / or Date Time or a Sequential Number to file names if desired:
If the above is not checked the below is not applicable.
Text to be added to the file names if desired:
MY
Automatic File Naming Method Used
Date Time Stamp (Default)
Sequentially Numbered
Places 1-5
5
Current Sequentially Named File
starting at:
40
Reset numbering

The default naming convention is to add text "My" to the file with 5 number placeholders, starting with 00001. Example My00001. Date time stamp is the current time used as the file name.

Note: If no default is selected then a file dialog box will be displayed. The user will then enter a valid file name.

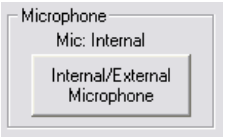
-Volume Defaults

You can decide, based on your preferences, how loud you want the playback to be (Playback volume) and how sensitive you want the microphone to be (Recording volume) by adjusting the appropriate slider.



The default volume control is valid with the program is first started. If the user changes the volume on the first screen, the next time the program is started it will default back to defaults.

-External/Internal Microphone



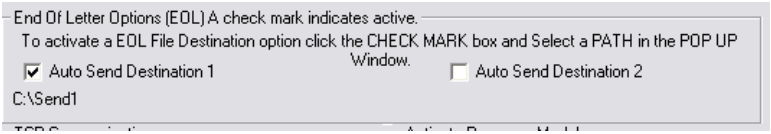
This option allows the user to select the internal (handset) microphone, or the external microphone input, located on the back of the VIS base unit.

End of Letter (EOL)

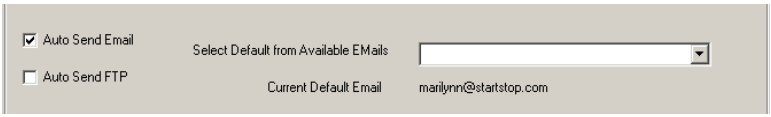
In addition to sending your recording to the Default directory, you can also optionally select up to two (2) additional paths or folders (local to your PC, or networked paths) where your recordings will be saved.

To select these optional Save locations, just check the box, and a dialog box will pop up, to prompt you to choose the optional location(s). Select or create new folder then select that folder.

Start Stop's special logic will optionally verbally prompt you when each dictation is stored on a remote drive or network folder. You will always know that your dictation arrived successfully.


End Of Letter Options (EOL) A check mark indicates active.
To activate a EOL File Destination option click the CHECK MARK box and Select a PATH in the POP UP Window.
Auto Send Destination 1
Auto Send Destination 2
C:\Send1

Start Stop now has the power to optionally email or FTP your file as well as sending to the above destinations.



Email Setup

POP3/SMTP Setup

Depending on your ISP (Internet Service Provider) determines if the information below needs to be entered.

1. POP Server Name = incoming mail server name your Network Administrator or ISP issued you.

2. User Name = the user name your Network Administrator or ISP issued you to sign on to the mail server.

3. Password = the password your Network Administrator or ISP issued you to sign on to the mail server.

4. Email Address = the email address your Network Administrator or ISP issued you to use for your email address.

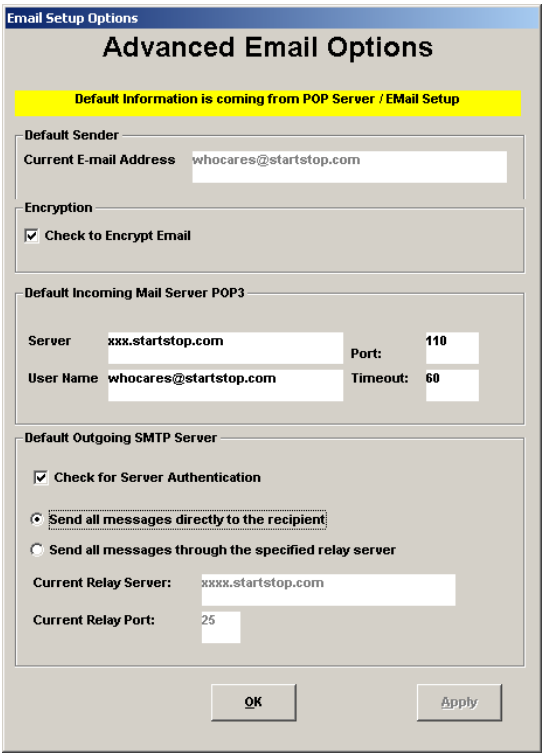
5. POP Port = the pop port defined your Network Administrator or ISP. Normally this will be 110.

6. POP Time Out = this is how long before the POP Port stops trying to send a message. Normally this will be 60 seconds.

7. Relay Server = the relay server name your Network Administrator or ISP issued you to send email. Not all ISP's require this to send email. This may also be defined as "Outgoing Server"

8. Relay Port = the port your ISP gave your Network Administrator or your ISP issued you to send email through. Not all ISP's require this to send email.

Advanced Email Options



Default Outgoing SMTP Server Options.

Email Server Authentication

Some email servers require authentication. To ensure delivery of a message, it is best to contact your Network Administrator or your ISP to see if the server requires authentication.

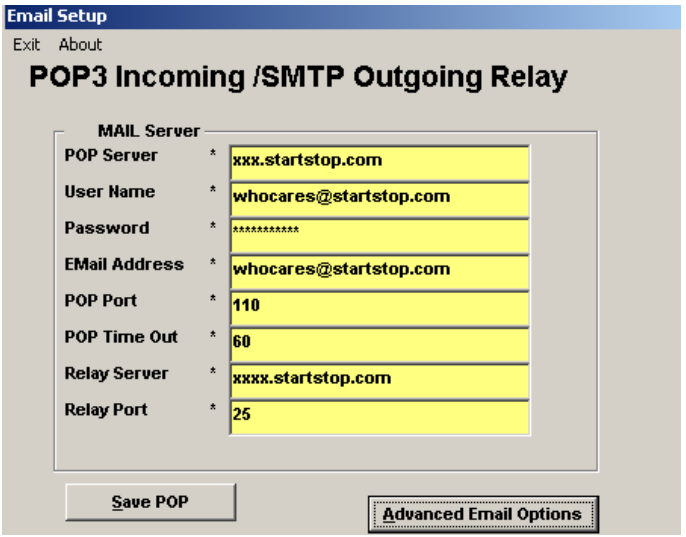
Information must be entered in the POP Server/SMTP setup before information is displayed on this screen.

By check marking this entry, all email sent will be authenticated by the server.

Send Email Directly or Through the Relay Server

Some ISP's or email servers will allow messages to be sent to the recipient without going through the server. If the email servers require authentication, then the email must be sent through the relay server. To ensure delivery of a message, it is best to contact your Network Administrator or your ISP to see if the server requires authentication.

Information must be entered in the POP Server/SMTP setup before information is displayed on this screen.



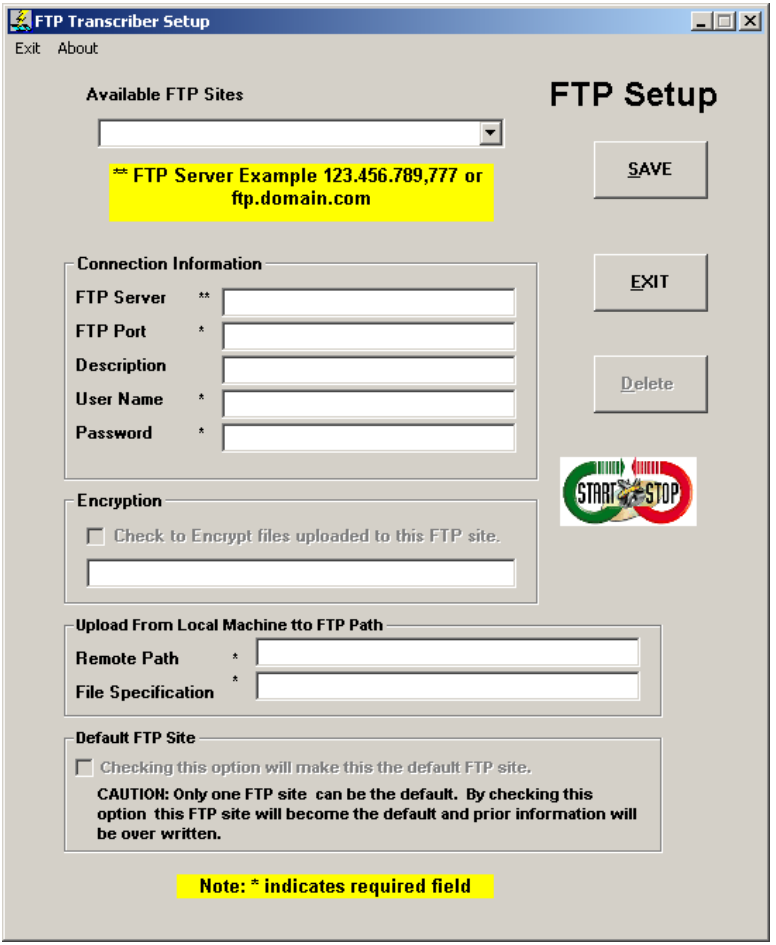
Contact Setup

Use the drop down arrow in the "Available Emails" box to select an email. If the email you are looking for is not available then just simply enter the new email address in the box. The Email Address will automatically be displayed in the Email Address box. When finished keying in the email box, hit enter. You are now ready to enter in an encryption key. The encryption key will always be in capital letters. It would be a good idea to copy paste the encryption key into your favorite word processor document. This way you could just email the document to the person whom is going to need it to decrypt the file.

After entering in your available emails hit the save contact button and c close the form.

Now you can select the default email to use when sending files via email on the defaults form. Use the drop down arrow on the box "Select Default from available emails". Only one email can be active at a time.

Auto Send FTP


FTP Transcriber Setup
Exit
About
Available FTP Sites
FTP Setup
** FTP Server Example 123.456.789,777 or ftp.domain.com
SAVE
Connection Information
FTP Server **
FTP Port *
Description
User Name *
Password *
EXIT
Delete
START STOP
Encryption
Check to Encrypt files uploaded to this FTP site.
Upload From Local Machine tto FTP Path
Remote Path *
File Specification *
Default FTP Site
Checking this option will make this the default FTP site.
CAUTION: Only one FTP site can be the default. By checking this option this FTP site will become the default and prior information will be over written.
Note: * indicates required field

Use the drop down arrow in the “Available FTP Sites” box to select an FTP site. If the FTP site you are looking for is not available then just simply enter the new IP address or the FTP address to create a new FTP site. The IP or FTP address will automatically be displayed in the FTP Server box. When finished keying in the IP or ftp address, hit enter. You are now ready to enter other needed information.

1. FTP Server: Entered in from the drop down box. To connect to an FTP server you will need the name of the server or the IP address. An FTP Server example would be 123.456.789,777 or **ftp.domain.com**

2. FTP Description: FTP description is not a required field. It is not needed to connect to an FTP Server. You may enter your own description.

3. FTP User Name: An FTP User name is the name your FTP Administrator issued you to sign on to the FTP Server.

4. FTP Password: An FTP Password is the password your FTP Administrator issued you to sign on to.

5. Encryption Key: The encryption key will always be in capital letters. It would be a good idea to copy paste the encryption key into your favorite word processor document. This way you could just email the document to the person whom is going to need it to decrypt the file.

6. FTP Upload Remote Path: This is the path on the FTP Server. Normally the default is "/".

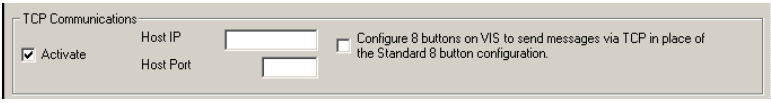
7. FTP Upload File Specification: The file specification is a filter showing only the files on your hard that match this filter. The default filter that shows all files is "*.*. Another example would be "*.enc". This filter would show all files that end with .enc and only those files.

8. To Select the default FTP site please use the check mark in the box Default FTP Site. Only one FTP site can be the default at a time.

Hit the save button or exit (exit will not save information)

TCP Communications

Advanced Users Only – Built in TCP Client for sending custom message strings for each of the 8 console buttons, plus EOL button. Leave the "Activate" button unchecked.


TCP Communications
Activate
Host IP
Host Port
Configure 8 buttons on VIS to send messages via TCP in place of the Standard 8 button configuration.

If the user has Host IP software to communicate, then there is the opportunity to send a file or a message to this location.

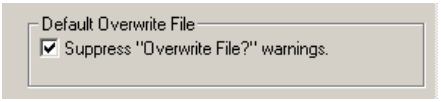
Activate Recovery Module

Checking this box enables Automatic Recovery of files that are "terminated" due to a computer crash, user error, forgetting to save the file then turning off the computer, computer power loss, etc. Its operation is similar to Microsoft Word™ where it will attempt to recover files the next time you use the program, if an illegal shutdown or other unusual problem had occurred during a previous session. Detailed description of the operation of the Recovery Module is covered elsewhere in this manual.

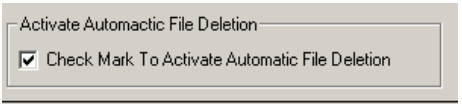
A check mark indicates that the recovery module is active.

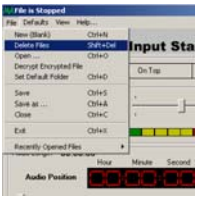
Default "Overwrite File"

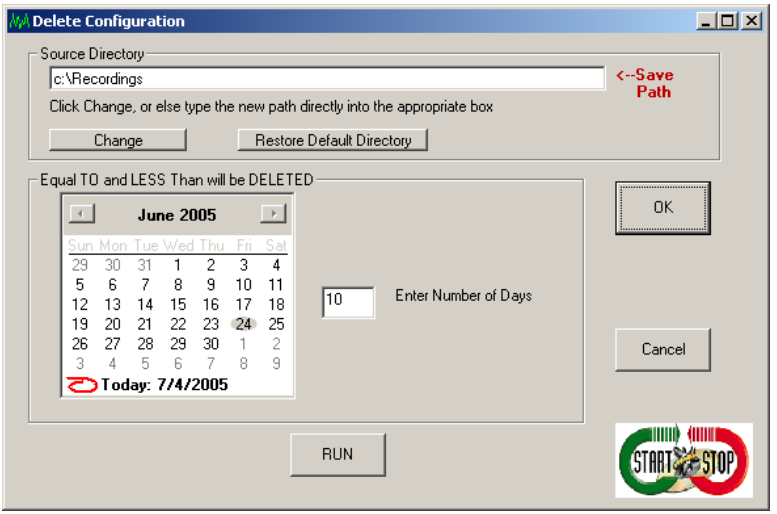
You can choose to enable or surpress Overwrite Existing File warning messages. If this option is checked mark and a file exists there is no second chance.. The file will be overwritten with no other warnings. THIS OPTION SHOULD BE LOOKED AT CAREFULLY.



Activate Automatic File Deletion

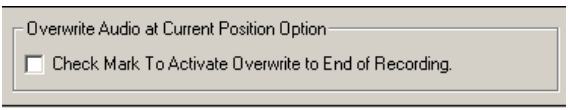


If this item is checked marked the files in the file path designated by the "File" , "Delete Files"  menu options


Delete Configuration
Source Directory
c:\Recordings
<--Save Path
Click Change, or else type the new path directly into the appropriate box
Change
Restore Default Directory
Equal TO and LESS Than will be DELETED
June 2005
Sun Mon Tue Wed Thu Fri Sat
29 30 31 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 1 2
3 4 5 6 7 8 9
Today: 7/4/2005
10
Enter Number of Days
OK
Cancel
RUN
START STOP

By entering the number of days to then the files equal to or less than will be deleted. This can be ran manually or can be set to run automatically.

Overwrite Auto at Current Position Option



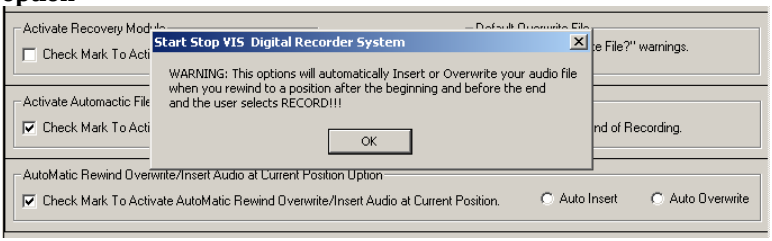
By check marking this option the overwrite function will behave differently.

Overwrite (Uncheck marked) capabilities on a file being recorded or a pre-recorded file is overwrite from current position the amount of time currently recording leaving any previously remaining recording, if current recording does not exceed previous recording. i.e. Before: The rain in Spain falls mainly **in** the plain. (Overwriting the word “in”). After: The rain in Spain falls mainly **on** the plain. (As long as “in” and “on” have the same recording time)

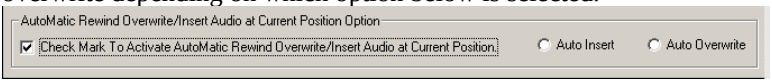
Overwrite (Check marked) capabilities on a file being recorded or a pre-recorded file is overwriting from current position causing any previous recording from the current position to be erased. i.e. Before: The rain in Spain falls mainly on the plain. (The current position is

between “falls” and “mainly”). After: The rain in Spain falls **in Europe.**

Automatic rewind Overwrite/Insert Audio at Current position option


Start Stop VIS Digital Recorder System
WARNING: This options will automatically Insert or Overwrite your audio file when you rewind to a position after the beginning and before the end and the user selects RECORD!!!
OK
Activate Automactic File
Check Mark To Acti
nd of Recording.
AutoMatic Rewind Overwrite/Insert Audio at Current Position Option
Check Mark To Activate AutoMatic Rewind Overwrite/Insert Audio at Current Position.
Auto Insert
Auto Overwrite

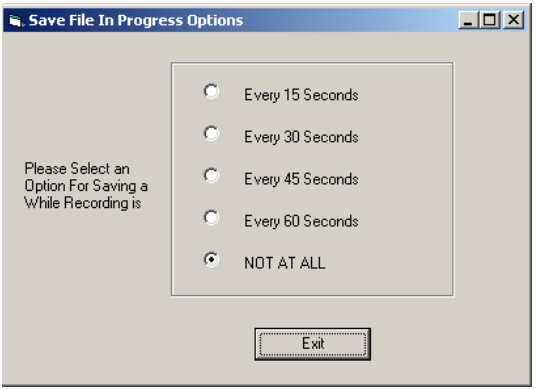
This warning is very valuable at this time. If you rewind and this option is check marked your audio files will be in the position to insert or overwrite depending on which option below is selected.


AutoMatic Rewind Overwrite/Insert Audio at Current Position Option
Check Mark To Activate AutoMatic Rewind Overwrite/Insert Audio at Current Position.
Auto Insert
Auto Overwrite

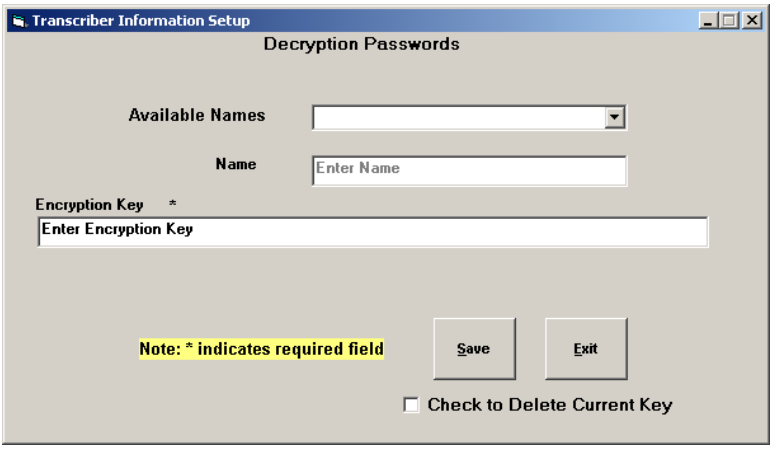
Please use this option with care.

Defaults “Save File In Progress Options” Menu Options

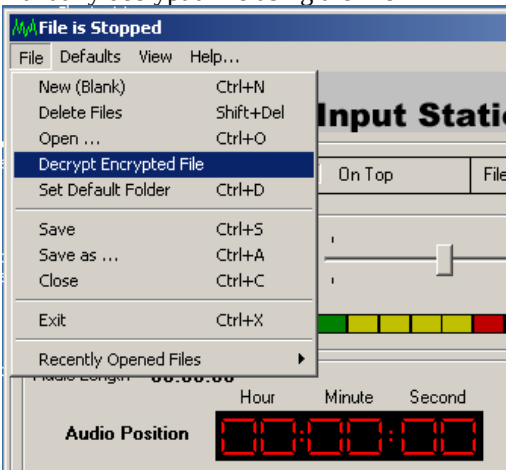
This option turns on or off the saving of a file while a recording is in progress, with time intervals.



Add decryption keys.
This option is used to enter encryption keys from files sent to the user by Start Stop Universal, Start Stop Transport or another location of Start Stop VIS Digital Recorder.



You may enter in as many encryption keys as you like. Then you can manually decrypt a file using the file



Decrypt Encrypted file menu option from the main screen.

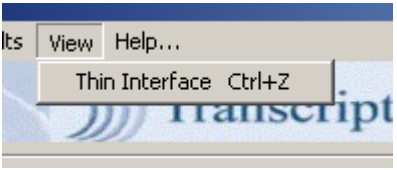
Use the drop down "Available Names" box to select a name entered in by the above procedure or just key in the encryption key. Then Click the button labeled second to select and decrypt the file.

Defaults "Reset Defaults" Menu Options

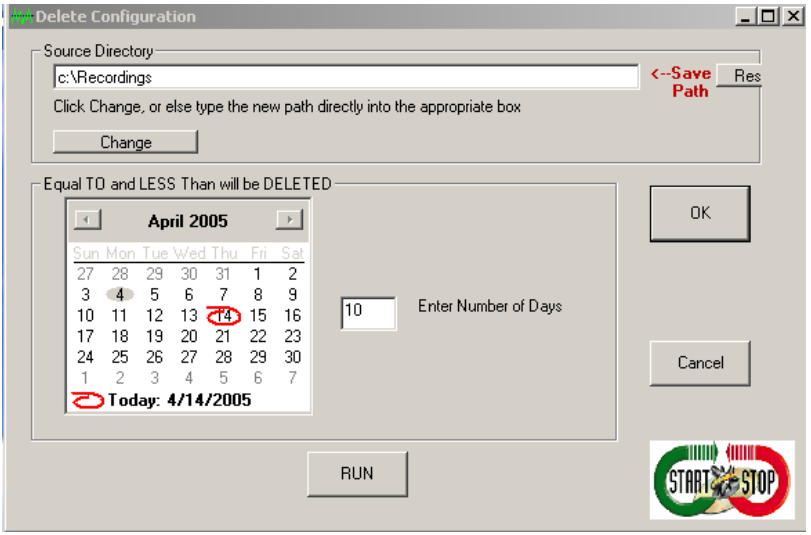
This option is used to reset options that have been changed in a session back to the original settings.

View "Thin Interface" Menu Options

This option changes the face of Transcription Express to a "Thin" face.



DELETE FILES AFTER "N" NUMBER OF DAYS


Delete Configuration
Source Directory
c:\Recordings
<--Save Path
Res
Click Change, or else type the new path directly into the appropriate box
Change
Equal TO and LESS Than will be DELETED
April 2005
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30
1 2 3 4 5 6 7
Today: 4/14/2005
10
Enter Number of Days
OK
Cancel
RUN
START STOP

You can choose to delete files after the number of days you select. This menu is located under Files…from the Main Screen. If you click RUN, the files older than "N" days will be deleted. If you want this action to be automatic, go to Defaults…..File Save Options….from the Main screen, the check the box at the bottom of the form that says "Check Mark to Activate Automatic File Deletion"

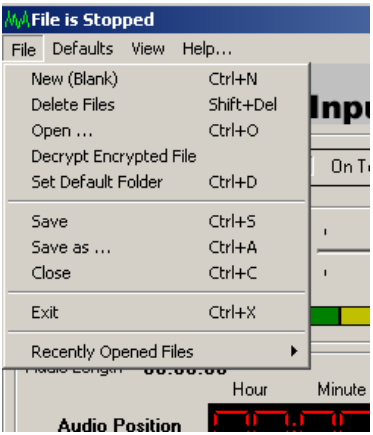
APPENDIX A

Detailed Explanation of Menu Functions of SS-VIS Detailed

Explanation of Menu Functions of SS-VIS

This is usually more detail than users will ever need, but listed here is a detailed explanation of how the SS-VIS menu functions work.

File Menu Options



File "NEW (Blank File)" Menu Options

This option creates a new blank file to start the recording process.

1. When starting SS-VIS is launched a blank file will automatically be crated for you and ready to start the recording process.
2. The Information available on the Form:
    a. Top of form will say "File Is Ready to be Recorded- Please hit the Record Icon" along with, if voice prompts are turned on, telling user to move handset switch to the record position. There will be a status pop up window that will remain on the screen until the user performs the action.
    b. Bottom of form 1st panel will give the recorded file path and name.

i. The default path depicted by the Configuration Menu is “C:\Recordings”. This can be changed in the Configuration Menu setup by changing the “Default Directory” section.
ii. The file name can be entered if the “Default Naming Conventions” on the Configuration Menu setup have not been set up.
iii. If a file that is currently on disk is chosen and the “Default Suppress Overwrite File” options on the “Configuration Menu” is set to unchecked, a prompt asking if you would like to overwrite the file will appear. Other wise no prompt will appear and the file will be over written. If this option is checked there is not a second chance to save the original file. Use caution when selecting a file if this option is “Checked”.

c. Bottom of form 2nd panel will give the properties of the file. (Type, HS, Bit, Stereo/Mono).
i. The default file type depicted by the Configuration Menu at install is “MP3 Frequency 8 KHZ Mono”. Taking the Defaults Menu and changing the section “Default File Types” can change the default file types.

d. This file may be recorded up to any size as long as your storage maximum on your hard drive has not been met.
e. Recording time is calculated and is displayed in “Time Elapsed” and “Audio Length” while the file is being recorded.
f. At the end of the recording if “Stop” is selected, the file will be displayed and the starting position will be at the end of the file, waiting to start recording again.
g. If the rewind button on the handset is hit once then the file’s last three seconds will be played and the file will be positioned at the end ready to continue recording.
h. The file may also be rewound to any position by continually holding down the rewind button. When the rewind button is released the file will start playing from that point automatically.
i. Audio may be inserted at the beginning of the file by:
i. Moving the manual slider to the beginning of the file then Selecting the “Add Comments To Beginning Of File” button on the console. . Then select the “RECORD” button on the

console (The user may get a pop message to move the VIS handset switch to the record position) or move the VIS handset switch to the record position

ii. Selecting the “Add Comments To Beginning Of File” button on the console. Then select the “RECORD” button on the console (The user may get a pop message to move the VIS handset switch to the record position) or move the VIS handset switch to the record position.

iii. Selecting one of the 8 buttons on the base unit if one of the buttons has been configured for that function Then select the “RECORD” button on the console (The user may get a pop message to move the VIS handset switch to the record position) or move the VIS handset switch to the record position.

j. Audio may be inserted in the middle of the file by:

i. Selecting “STOP” and moving the manual slider somewhere in the middle of the file, and selecting the button “INSERT AUDIO AT CURRENT POSITION”. Then select the “RECORD” button on the console. The user may get a pop message to move the VIS handset switch to the record position. The console will state which mode the user has selected.

ii. Start playing the file, stopping the file, then selecting “INSERT AUDIO AT CURRENT POSITION” button then select the “RECORD” button on the console. The user may get a pop message to move the VIS handset switch to the record position. The console will state which mode the user has selected.

iii. Moving the handset switch to the stop position and selecting the INS/OVR button “ONCE” on the VIS handset. If voice prompts are activated the user will hear audio stating “Insert Mode”. If voice prompts are off user will hear one “BEEP”. The console will also state which mode the user has selected. Then select the “RECORD” button on the console. The user may get a pop message to move the VIS handset switch to the record

position. The console will state which mode the user has selected..

iv. Selecting one of the 8 buttons on the base unit if one of the buttons has been configured for that function. The console will also state which mode the user has selected. Then select the "RECORD" button on the console. The user may get a pop message to move the VIS handset switch to the record position. The console will state which mode the user has selected.

k. Audio may be overwritten at any point in the file by:

i. Moving the manual slider somewhere in the middle of the file, and then selecting the "OVERWRITE AUDIO AT CURRENT POSITION" button. Then select the "RECORD" button on the console. The user may get a pop message to move the VIS handset switch to the record position. The console will state which mode the user has selected.

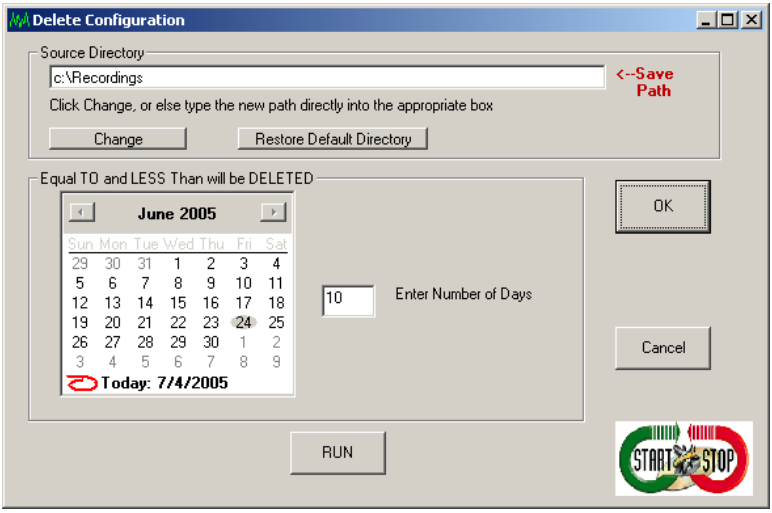
ii. Start playing the file, stopping the file, then selecting "OVERWRITE AUDIO AT CURRENT POSITION" button. Then select the "RECORD" button on the console. The user may get a pop message to move the VIS handset switch to the record position. The console will state which mode the user has selected.

iii. Moving the handset switch to the stop position and selecting the INS/OVR button "TWICE" on the VIS handset. If voice prompts are activated the user will hear audio stating "Overwrite Mode". If voice prompts are off user will hear two "BEEPS". Then select the "RECORD" button on the console. The user may get a pop message to move the VIS handset switch to the record position. The console will state which mode the user has selected..

iv. Selecting one of the 8 buttons on the base unit if one of the buttons has been configured for that function. Then select the "RECORD" button on the console. The user may get a pop message to move the VIS handset switch to the record position. The console will state which mode the user has selected.

l. Audio may be appended by:
    i. The file may be appended by hitting the “END” button, then select the “RECORD” button. User may get a pop message to move the VIS handset switch to the record position.
    ii. Play file until the end then select the “RECORD” button. User may get a pop message to move the VIS handset switch to the record position.
m. The slider file position may be used to select where the file is to start playing.
n. The file may be stepped through depending on the “STEP AMOUNT” by hitting ether the “STEP FORWARD” or “STEP BACKWARD” buttons.
o. You may go to the end of the file by hitting the “END” button. This will give you an opportunity to start recording at the end of the file.
p. You may go to the beginning of the file by hitting the “BEGINNING” button. This will give you an opportunity to start recording at the beginning of the file.

File “Delete Files” Menu Options


Delete Configuration
Source Directory
c:\Recordings
<--Save Path
Click Change, or else type the new path directly into the appropriate box
Change
Restore Default Directory
Equal TO and LESS Than will be DELETED
June 2005
Sun Mon Tue Wed Thu Fri Sat
29 30 31 1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 1 2
3 4 5 6 7 8 9
Today: 7/4/2005
10
Enter Number of Days
OK
Cancel
RUN
START STOP

1. To change the location path of the files to be deleted select the change button and choose a new path.

2. To restore factory default select the “Restore Default Directory Button”
3. The file date equal to and less than will be delete when the run button is selected. To change the date

File "Open" Menu Options

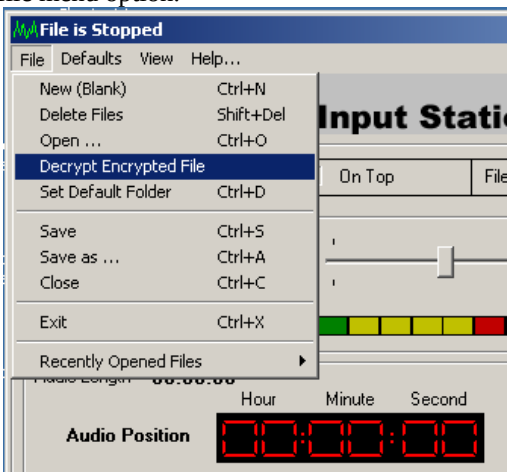
This option opens a pre-recorded file. You may listen to the recording, add or insert a recording into the file.

a. Take this option to open an audio file. User may get a pop message to move the VIS handset switch to the listen position
    a. DSP True Speech WAV
    b. WAV
    c. MP3
    d. MP2
    e. VOX
    f. RAW

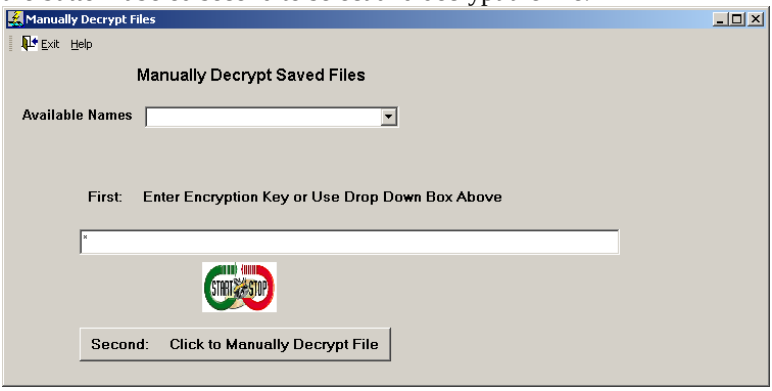
b. Information on Form.
    a. Top of form will say "File Is Open"
    b. Bottom of form 1st panel will give the file path and name.
    c. Bottom of form 2nd panel will give the properties of the file. (Type, HS, Bit, Stereo/Mono).
    d. After opening of the file the file will be displayed and the starting position will be at the beginning of the file.
    e. All recording functions apply to a pre-recorded file.

File "Decrypt Encrypted File" Menu Options

Then you can manually decrypt a file using the file Decrypt Encrypted file menu option.



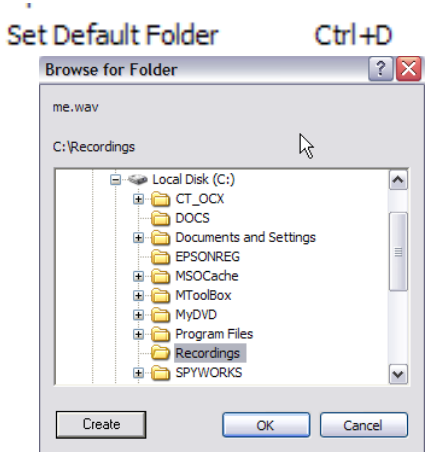
Use the drop down “Available Names” box to select a name entered in by the above procedure or just key in the encryption key. Then Click the button labeled second to select and decrypt the file.



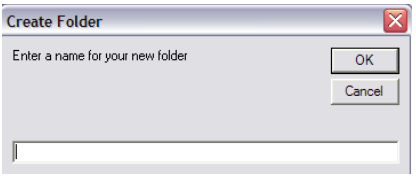
File “Set default Folder” Menu Options

This option is used to set the default path for the recording’s folder.

a. Enter in the new folders name and select OK. The folder will now be available to select for the default folder path.
b. You may also create a new folder at this time.

a. 

i. Select a current folder on the hard drive or

ii. 

iii. Enter in the new folders name and select OK. The folder will now be available to select for the default folder path.

File "Save AS" Menu Options

This option allows you to save a file in a different folder with a different name with the same format.

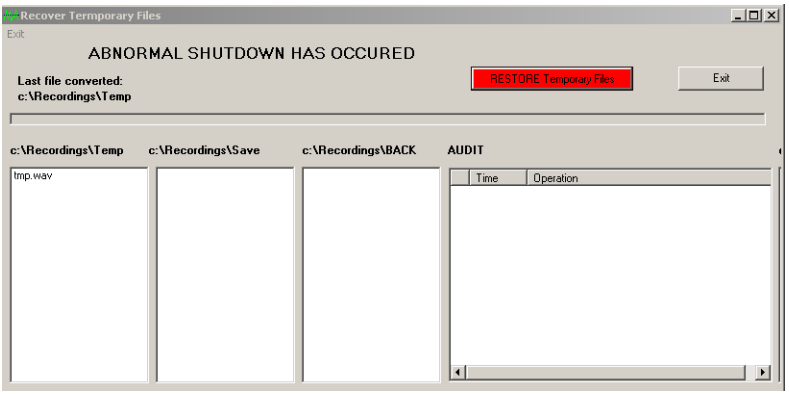
File "Recover Temporary Files" Menu Options

This option will only be available if the module is activated on the configuration menu.

This option will enable the recovery of temporary files after an abnormal shut down.

This screen also appears if the program has had an abnormal shut down. The files in the first column are the files that will be recovered. To recover files hit the "Red" button that says "Restore Temporary Files"
All files will be recovered to the current format.
The files will be placed in the Save directory.

Note: If you have no desire to restore temporary files just exit out of the program.



File "Close" Menu Options

This option closes the file that is currently opened.

File "Exit" Menu Options

This option exits Transcription Express Software.

File "Recently Opened Files" Menu Options

This option is used to open a recently opened file.

1. This option will display the last 15 files that have been opened. This also includes recorded files. If a file is selected the file will open and all options that were available when the "File Open" command was executed will also be available through this option.

APPENDIX B

Command-Line Mode (for Advanced Users and Integrators)

The SS-VIS supports command-line operation for easy integration into Electronic Medical Records and customized applications for Radiology.

Either via DOS Batch File, Windows Batch File, Run Command, or VB/Visual C+ Shell Command:

[Path of SSVISDR.exe executable] [File Path/File Name Argument]

Example: c:\SSVISDR.exe "k:\dictation\dr smith\SMITH0000321323-January 31-2005-1207PM" will cause the SS-VIS Digital Recording Program to launch a single instance of itself (if not already launched) and then create and load a "New" dictation in the default format (example: MP3).

In above example, after the calling application issues the command, the User just clicks "**REC"** on the handset to begin a recording session that will be subsequently saved when he hits the **EOL** button to this path:

k:\dictation\dr smith\SMITH0000321323-January 31-2005-1207PM.MP3

Subsequent command line commands will keep the single-instance window opened for new recordings.

Re-dictation Command Line Mode

Users can re-open an existing dictation for editing, via command line. Operation is the same as described. User must include the full path and file name, including extension. The HTH VIS will open itself (if not already launched) and load the file for re-dictation/editing.

TECH SUPPORT: Please visit
http://www.startstop.com/techsupport.asp
and click on Email Tech Support. You will be given a small form to fill out which will assist us in helping you as quickly as possible.

Toll-Free Tech Support

Call us toll-free (USA 48 States) 1 (866) 254-0714 Monday - Friday 8:30 AM - 6:00 PM Eastern Time (Florida - within the USA). If you're outside the USA, call 727 939 8853. **We want you to be completely happy with your purchase. We will be glad to answer any questions you have about setup, installation or use.**

FAX Tech Support

FAX us at (810) 821-6940. Please include the following information: Your Name, Company Name, Address, Telephone Number, Date Purchased, Type of product purchased from HTH Engineering, Detailed information on the type of computer you are using, Detailed description of your problem or question. FAX Questions will be answered Monday-Friday during business hours.

High Speed Internet Users

For those customers who are using high speed internet connections, a new form of tech support is now available. This new way of providing tech support utilizes Microsoft Net Meeting. Net Meeting allows the tech support technician to view your computer remotely and allows them to assist you just like they were sitting right in front of your computer.

LIMITED WARRANTY

This unit is guaranteed against defects in material or manufacture for a period of 1 year from the date of original purchase. Call (727) 939-8853 for return instructions and address, or see http://www.startstop.com/techsupport.asp

The unit will be repaired or replaced, at seller's discretion. Shipping costs cannot be refunded. No other warranties are expressed or implied. Seller accepts no liability for fitness for use in intended application. Liability is limited strictly to the purchase price of the unit.

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